

# OCCUPATIONAL LICENSING SECTION NOTIFICATION BY LICENSEE OUT-OF-BUSINESS REPORT

FIRM NUMBER
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## INSTRUCTIONS FOR LICENSEE:

- Complete Sections A – D
- Submit notification and surrender supplies as required in Section C to DMV Inspector Office; address available at [www.dmv.ca.gov/fo/inspector\\_office.htm](http://www.dmv.ca.gov/fo/inspector_office.htm)

## A. FIRM INFORMATION:

FIRM NAME		FIRM NUMBER	
ADDRESS	CITY	STATE	ZIP CODE

## B. DOB INFORMATION:

REPORTED BY	TITLE	DATE CLOSING BUSINESS
FUTURE CONTACT ADDRESS	CITY	STATE ZIP CODE
		FUTURE CONTACT TELEPHONE NUMBER (      )
COMMENTS		

## C. LIST ALL SUPPLIES SURRENDERED:

WALL LICENSE NUMBER(S)	VBL# (Main)	VBL# (Branch)	VBL# (Branch)
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REPORT OF SALE OR NOTICE TO DISMANTLER BOOKS (ISSUED OR USED IN THE LAST 3 YEARS)	TYPE (NEW, USED, ETC.)	RETAINED BY LICENSEE (INCLUDE VOIDS)	LOST OR STOLEN	ATTACH UNUSED FORMS
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**C. LIST ALL SUPPLIES SURRENDERED – Continued:**

PLATE NUMBER(S)	REGISTRATION CARD NUMBER(S)	SURRENDERED		LOST OR STOLEN
		YES	NO	

**D. LICENSEE CERTIFICATION:***Initials*

- I understand that if items previously reported as missing and/or stolen are located at a later date, I will surrender them to a DMV Inspector.
- I understand that making a retail sale of a vehicle, submitting a report of sale, dismantling a vehicle, submitting a notice of acquisition, manufacturing or distributing a vehicle, completing a vehicle verification, or performing vehicle registration services, after the date my Occupational License is placed out-of-business, is grounds for criminal prosecution.
- I understand, if licensed as a corporation, another officer may submit to the department evidence of the valid status of the corporation or an officer change application in order to resume business and, if submitted, this will thereby nullify this out-of-business notification.
- I understand it is my responsibility to notify the bonding company to cancel the Occupational License Surety Bond, which was required to secure this license.
- I understand that completed Report of Sale forms must be retained for a minimum of 3 years from the date of sale pursuant to California Code of Regulations 272.00 (b). Further, I agree to make these forms available to an official from the Department of Motor Vehicles, Board of Equalization or other governing agencies

***I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.***

***I further certify that incomplete sales transactions have been surrendered as follows:***

- ☐ None to surrender
 ☐ Surrendered to Inspector
 ☐ Have been mailed directly to:  
 DMV – Registration Operations Division  
 Centralized Control Section  
 P.O. Box 932345 MS C271  
 Sacramento, CA 94232-3450

PRINTED NAME

TITLE

SIGNATURE

DATE

**X**